

**CITY OF NORMANDY**  
7700 NATURAL BRIDGE ROAD  
NORMANDY, MO 63121  
(314) 385-3300 FAX: (314) 385-1054

**OCCUPANCY PERMIT APPLICATION**

☐ **Renting/Leasing**      ☐ **Purchasing**      Date moving in: \_\_\_\_\_

Address of Property or Rental Unit: \_\_\_\_\_ Current Phone No.: \_\_\_\_\_

Head of Household: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Social Security #: \_\_\_\_\_ Drivers License No.: \_\_\_\_\_

Present Address: \_\_\_\_\_

Place of Employment: \_\_\_\_\_ Employers Phone No. \_\_\_\_\_

Employers Address: \_\_\_\_\_

☐ Spouse's   ☐ Fiance   ☐ Girlfriend   ☐ Boyfriend   ☐ Roommate  
Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Social Security #: \_\_\_\_\_ Drivers License No.: \_\_\_\_\_

Place of Employment: \_\_\_\_\_ Employers Phone No. \_\_\_\_\_

Employers Address: \_\_\_\_\_

**NOTE:** Birth Certificates or Adoption papers are required for all relations under 18. ***"IT IS ILLEGAL FOR 3 UNRELATED PEOPLE TO OCCUPY THE SAME DWELLING UNIT."*** (Ordinance 34: Section 1.24) To add / remove a spouse you will need to provide a Marriage License, Divorce Decree or Death Certificate.

Please Print

Children's Names	Relationship	Date of Birth	Social Security No.

***Others who will occupy household (Grandchildren, Parents, Grandparents, Aunts, Uncles, Cousins, etc.)***


Name of Mortgage Co. or  
Landlord if renting: \_\_\_\_\_  
Address of Mortgage  
Co. or Landlord: \_\_\_\_\_ Phone No. \_\_\_\_\_

**I HERBY MAKE APPLICATION FOR AN OCCUPANCY PERMIT AND CERTIFY THAT THE ANSWERS CONTAINED HEREIN ARE TRUE AND ACCURATE. I FURTHER UNDERSTAND THAT THIS IS AN APPLICATION ONLY AND THAT IT IS UNLAWFUL FOR ME TO OCCUPY THE DWELLING UNIT UNTIL AN OCCUPANCY PERMIT HAS BEEN ISSUED BY THE CITY OF NORMANDY, MISSOURI.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_